CHRIS Personnel Processing Calendar

This calendar provides a timeline for completing CHRIS-related recurring items. Follow the timeline below to ensure smooth and complete processing of personnel actions and to ensure the accuracy of data in CHRIS.

TIMELINE	TRANSACTION
First Monday/pay period (pp)	✓ Run REQ/INI report to determine which actions need to be changed to ΑPRO@ status or deleted. ✓ Run the following reports: Tick_AppintmentExpires; Tick_InitialProbTrialPeriodExp; Tick_LWOP_Expires; Tick_SES_Probation_Exp; Tick_Supv_Mgr_Probation_Exp; Tick_TempPromotionExpires; Tick_Tenure_Action; Tick_Worker_Trainee_Appts *Refer to CHRIS Manual Section entitled "Ticklers and Notices"* ✓ Run WGI Tickler Report (Tick_WGI Due) for the current pay period. ✓ Verify that all WGI Notices, (acceptable level of competence certifications) have been received from supervisors for WGI=s due during current pay period. ✓ Verify that all employees who are due a WGI have a performance rating in CHRIS dated within the last 24 months and enter missing ratings, as appropriate. To enter or change an employee's rating, follow CHRIS Manual Section entitled, "How to Enter/Update Employee Review (Performance Rating) Information." ✓ If necessary, process NOAC 888-WGI Denial. ✓ Recalculate new WGI Due Dates, as appropriate, for employees with excess LWOP, process NOAC 966, set WGI Override to Manual, and enter the new WGI Due Date. ✓ Generate WGI Notices/Certifications (Notice_WGI Certification) for WGIs due in the next 120 days and forward these notices to supervisors for certification of acceptable level of competence.
First Monday/pp	Deadline for all actions from the previous pay period to be changed to ΑPRO@ status in CHRIS.
Second Tuesday/pp	Run the following Queries: 　a) N_WGI_Processed - list of employees who received WGI=s for the current pay period through the automatic WGI process 　b) N_WGI_Due_Failed - list of employees eligible for WGI=s but not processed in the automatic WGI cycle for the current pay period. 　c) N_WGI_Past_Due - any employee who, according to their WGI Due Date, was due for a WGI prior to the current pay period, but the WGI has　not been processed. 　d) Process manual WGI=s, if necessary. 　e) Mass print and distribute SF-50's for WGI=s processed during the pay period.
Second Friday/pp	Deadline for submitting all actions and new employee paperwork to Payroll. Deadline for changing a hire or rehire action for a new employee to "PRO" status
When published	Review the CHRIS HR Bulletin by going to http://chris.inel.gov/ and clicking on the "HR Admin" Tab.
Monthly	Run Vacant Position Report. Review the report and determine which positions should be inactived. Follow CHRIS Manual Section entitled "How to Inactivate A Position."
Monthly/ As Needed:	Run the Job Code Report to determine whether or not you need to request a new job code or to verify whether or not one already exists.
Receipt of a CPDF Cleanup Report/Email	As soon as possible, but **no later than a pay period after it is received**, review the error(s) and make the corrections identified. Respond to the Email request once the corrections have been done.
Multiple Actions	Use the mass processes where appropriate (E.g., Massawards, mass printing). Use CHRIS Manual guidelines as appropriate.